Annual (CPE) Evaluations

Exporting Files

Exporting files to ACE or VDOT personnel performing Annual Evaluation
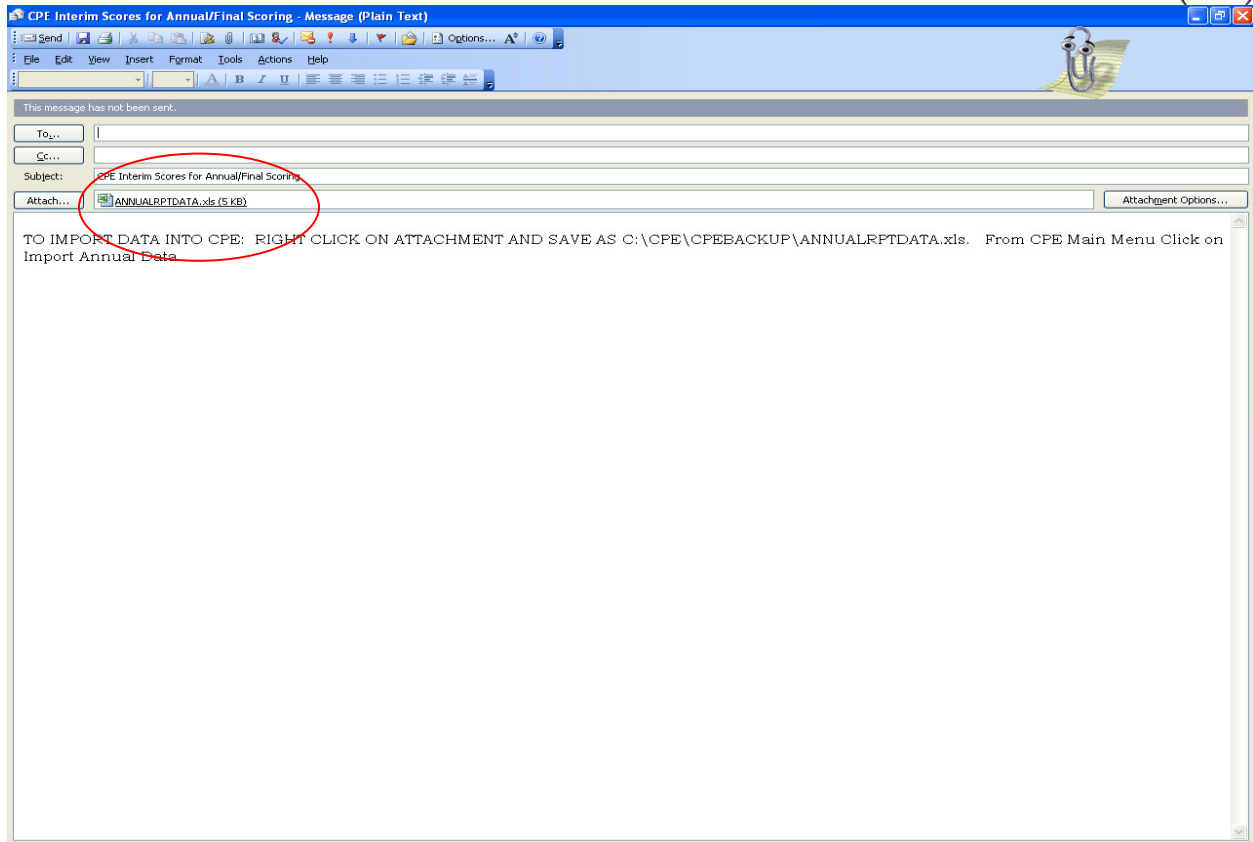*(Note: This is only necessary if evaluation will NOT be performed on the inspector's PC/laptop.)*

From the **Main Menu** shown in diagram (D2),
Click on the following items:

1. **Export Annual Data**
2. Outlook will open with an attachment called: ANNUALRPTDATA.xls.
3. Address email to the appropriate party and click send.

(D10)

Importing Files

Importing files for ACE or VDOT personnel performing Annual Evaluation**.**
(Note: This is only necessary if evaluation will NOT be performed on the inspector's PC/laptop.)

From the **Main Menu** shown in diagram (D2),
Click on the following items:

1. **Import Annual Data**
2. **All files in C:\CPE\CPEBACKUP\ANNUALRPTDATA.xls and ANNUALRPTDATAsub.xls will automatically be imported into the database.

Data Entry & Reporting for Annual Evaluations

Entering Contractor Scores

Click on the following:

1. From **Main Menu** Click on **Enter Annual Evaluation Scores** (See diagram: D2)
   (The following screen will open.)

2. Select a **Project Number** from the drop down box.
   - ➢ **Only items listed in the drop down are allowed**
   - ➢ The **Vendor Number, Contractor** and **Contract ID** will automatically populate.

3. Click to Enter the **Review Date.**

4. Click to Enter Work Performed.

5. Click drop down for **Month 1** and select the date which designates the beginning of the Annual reporting period. (D12)
   - ➢ The **appropriate score will automatically populate.**
   - ➢ Continue this process for Months 2-12.

6. Click to Select the **Categorical Tab** for contractor scoring.

7. Use **drop down menus** at the end of each question to **select a score** of 1-5.
   - ➢ **Only scores listed on the drop down are allowed**
   - ➢ **Each category receives one overall score for the questions listed.**

8. After completing each category required, select the **VDOT Representative Comments Tab. (See** D12)

9. Enter any comments that will be printed on the **Annual Performance Report**..

(D13)

10. Click **Annual Performance Report** Button

- ➢ A copy of the report will automatically open in **CutePDF Pro** (*if this is selected as your default printer).* (D6)
- ➢ An electronic copy can then be saved by clicking on the SAVE A Copy button (*upper left hand corner of screen*). (D6)
- ➢ An electronic copy can also be emailed by clicking on the envelope icon or clicking on File, Send PDF Document.
- ➢ A hardcopy can be printed using the PRINT button (*printer icon, upper left hand corner of screen*). (D6)
- ➢ Clicking **Cancel** will take you back to the previous screen

11. The **Contractor's Comments Tab** allows you the option of checking a box noting which of the following comments apply. (D13)

1. **Contractor Refused to Sign**
2. **Contractor Signature on File**
3. **Contractor Comments on File**
4. **Contractor Requested An Appeal**
5. **Contractor Did Not Return Form Within Ten Days**

- ➢ The annual report can also be printed from this tab, instructions listed in step 10.

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Annual & Final Central Office Update
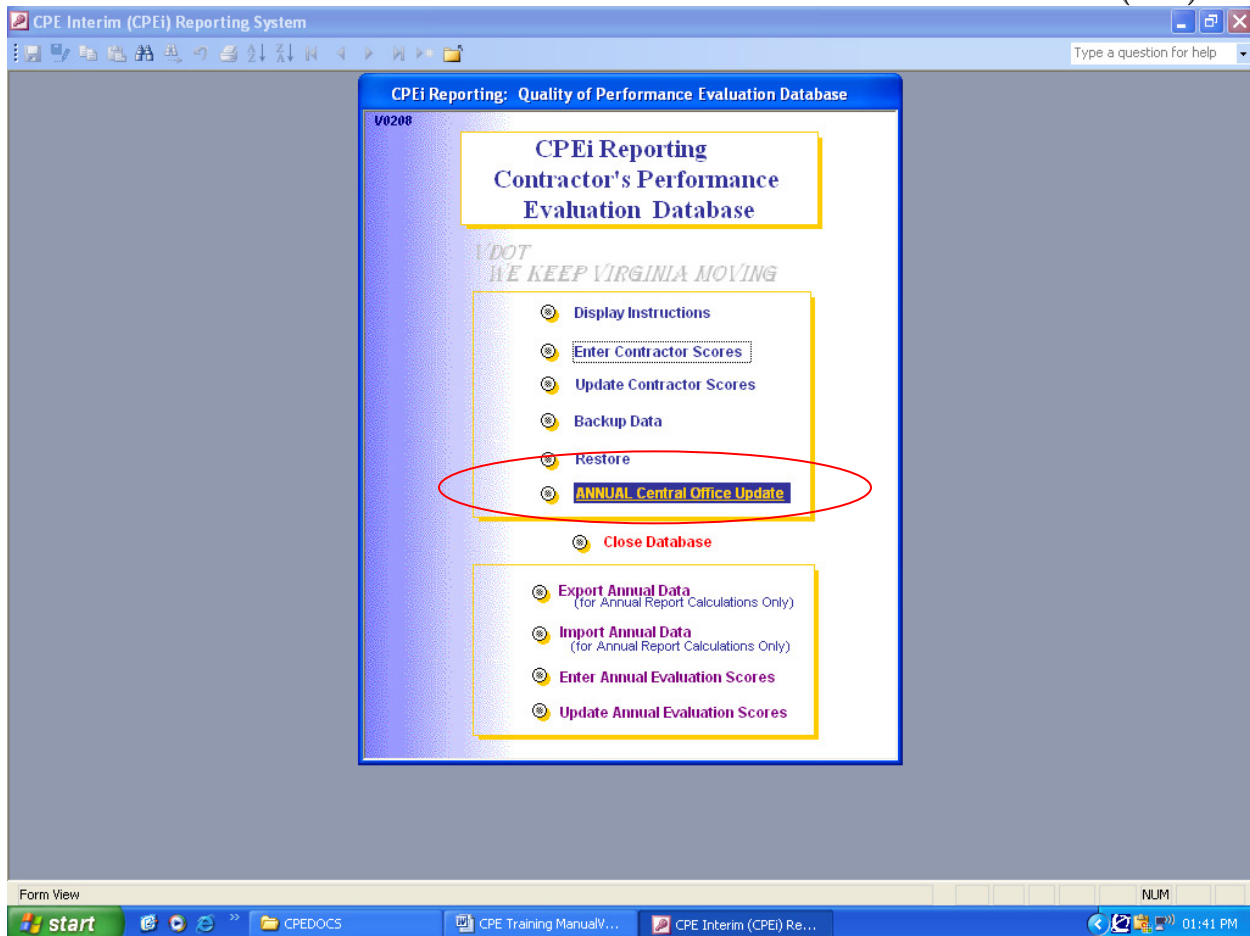
1. Click Annual Central Office Update every 12 months or at the end of the project to send statistical data to the Central Office. (Computer must be connected to the VDOT Network for update to take place.)

2. Two messages will appear informing you that data will be emailed. Click YES on both messages prompting for email to be sent.